

## ACTIVITY/ATHLETIC TRIP SCHEDULING PROCEDURES 18-19 SY (updated 11/15/18)

Please following guidelines will apply when scheduling: (This process will also be posted on the district website under the Transportation Tab)

- 1.) Teachers must fill out "Student Activity Bus Transportation Request Form" and email to [Roberta.salazar@k12espanola.org](mailto:Roberta.salazar@k12espanola.org) with all information filled out [alejandro.ortiz@k12espanola.org](mailto:alejandro.ortiz@k12espanola.org) Please ask teachers **NOT** to call but to complete and submit the form.
- 2.) **FOLLOW THE INSTRUCTIONS** Listed on the "Student Activity Bus Transportation Request Form."
- 3.) If using an outside vendor you will need to work directly with them regarding scheduling, times, cost, invoice and payment.
- 4.) Please do not assume a date and/or district bus is available before you submit the form to confirm your request.
- 5.) Limit of two (2) district buses will be scheduled per day. EVHS and Carlos Vigil Athletics will take priority in scheduling. Friday's are reserved for EVHS and CFVMS athletics only! No exceptions.
- 6.) If a date is available we will schedule it tentatively until an approved P.O. is received. At this point office managers may begin the process of creating a purchase Requisition (following the Business Office criteria for 18-19).
- 7.) Remember that any PR over \$1,000 has to go to PED for approval it is best to plan at least 2 to 3 weeks in advance. It is doubtful a PR submitted a week or less prior to a trip will get processed and approved in time.
- 8.) Keep in mind that a date for a district activity bus is not considered to be confirmed until we actually receive a signed and approved PR from the Business Office. The driver cannot be paid without an approved PR.
- 9.) In order to make some trips work travel may have to take place between 8:30 and 2:30.
- 10.) **NO TRIPS WILL BE ALLOWED TO GO OUT ON THE 80<sup>th</sup> day or 120<sup>th</sup> day. (December 1 and February 13<sup>th</sup>). THIS INCLUDES ATHLETICS.**

The following Transportation Providers are on our Vendor list: (Please contact these vendors directly for scheduling and invoicing.) You will still need to let us know that you have scheduled with these vendors so that we can have it down in our book for insurance purposes.

- 1.) Herrera School Bus and Coaches – Contact Martin Herrera (505) 270-1001  
\$2.45 per mile (mileage begins from Pojoaque Bus yard)  
\$20.00 an hour stand/by waiting time
- 2.) Law Enterprises  
Travis Law (505) 927-8855  
\$2.45 per mile round trip  
Plus \$ 20.00 an hour standby/waiting time
- 3.) J & S Transport  
Stephanie or James Quintana (505) 927-7864  
\$2.60 per mile round trip  
Plus \$15.00 an hour standby/waiting time